

ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF 10	
1. CONTRACT PURCH ORDER/AGREEMENT NO. W52H09-04-P-0688			2. DELIVERY ORDER/CALL NO.		3. DATE OF ORDER/CALL (YYYYMMDD) 2004SEP25		4. REQUISITION/PURCH REQUEST NO. SEE SCHEDULE		5. PRIORITY DOS1		
6. ISSUED BY TACOM-ROCK ISLAND AMSTA-AQ-ARCC FAYE TABER (309)782-3796 ROCK ISLAND IL 61299-7630 EMAIL: TABERF@RIA.ARMY.MIL			CODE W52H09		7. ADMINISTERED BY (If other than 6) TACOM-ROCK ISLAND AMSTA-AQ-ARCC ROCK ISLAND IL 61299-7630			CODE ZZZZZ5		8. DELIVERY FOB <input type="checkbox"/> DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule if other)	
9. CONTRACTOR HANCOCK MANAGEMENT L.L.C. 27 HERITAGE HILL ROAD WINDHAM, NH. 03087-1801 NAME AND ADDRESS			CODE 1HVL5		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE			11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMAN-OWNED	
TYPE BUSINESS: Other Small Business Performing in U.S.							12. DISCOUNT TERMS Net 14 Days			13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Block 15	
14. SHIP TO SEE SCHEDULE			CODE		15. PAYMENT WILL BE MADE BY DEFENSE FINANCE & ACCOUNTING SERVIC ROCK ISLAND OPERATING LOCATION ATTN DFAS-RI-ARS BUILDING 68 ROCK ISLAND IL 61299-8401			CODE W52H1C		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2	
16. TYPE OF ORDER		DELIVERY/ CALL		THIS DELIVERY ORDER IS ISSUED ON ANOTHER GOVERNMENT AGENCY OR IN ACCORDANCE WITH AND SUBJECT TO TERMS AND CONDITIONS OF ABOVE NUMBERED CONTRACT.							
PURCHASE		X		Reference your <input type="checkbox"/> Oral <input type="checkbox"/> Written Quotation _____, Dated _____. furnish the following on terms specified herein.							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
<div style="display: flex; justify-content: space-between;"> NAME OF CONTRACTOR SIGNATURE TYPED NAME AND TITLE DATE SIGNED (YYYYMMDD) </div> <input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE SEE SCHEDULE											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICE				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
		SEE SCHEDULE CONTRACT TYPE: Firm-Fixed-Price KIND OF CONTRACT: Service Contracts									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.					24. UNITED STATES OF AMERICA JOYCE L KLEIN /SIGNED/ KLEINJ@RIA.ARMY.MIL (309)782-5051 BY: _____ CONTRACTING/ORDERING OFFICER					25. TOTAL \$24,200.00	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP. NO.		29. D.O. VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.						31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

CONTINUATION SHEET	Reference No. of Document Being Continued PIIN/SIIN W52H09-04-P-0688 MOD/AMD	Page 2 of 10
Name of Offeror or Contractor: HANCOCK MANAGEMENT L.L.C.		

SUPPLEMENTAL INFORMATION

	Regulatory Cite	Title	Date
1	52.201-4501 TACOM-RI	NOTICE ABOUT TACOM-RI OMBUDSMAN	AUG/2004
a. We have an Ombudsman Office here at TACOM-RI. Its purpose is to open another channel of communication with TACOM-RI contractors.			
b. If you think that this solicitation:			
1. has inappropriate requirements; or			
2. needs streamlining; or			
3. should be changed			
you should first contact the buyer or the Procurement Contracting Officer (PCO).			
c. The buyer's name, phone number and address are on the cover page of this solicitation.			
d. If the buyer or PCO doesn't respond to the problem to your satisfaction, or if you want to make comments anonymously, you can contact the Ombudsman Office. The address and phone number are:			
U.S. Army, TACOM-Rock Island 1 Rock Island Arsenal ATTN: AMSTA-AQ-AR (OMBUDSMAN) Rock Island IL 61299-7630 Phone: (309) 782-4931 Electronic Mail Address: ombudsman@ria.army.mil			
e. If you contact the Ombudsman, please provide her with the following information:			
(1) TACOM-RI solicitation number;			
(2) Name of PCO;			
(3) Problem description;			
(4) Summary of your discussions with the buyer/PCO.			
(End of clause)			
(AS7006)			

2	52.233-4503 TACOM-RI	AMC-LEVEL PROTEST PROGRAM	JUN/1998
(OCTOBER 1996)			

If you have complaints about this procurement, it is preferable that you first attempt to resolve those concerns with the responsible contracting officer. However, you can also protest to Headquarters, AMC. The HQ, AMC-Level Protest Program is intended to encourage interested parties to seek resolution of their concerns within AMC as an Alternative Dispute Resolution forum, rather than filing a protest with General Accounting Office or other external forum. Contract award or performance is suspended during the protest to the same extent, and within the same time periods, as if filed at the GAO. The AMC protest decision goal is to resolve protests within 20 working days from filing. To be timely, protests must be filed within the periods specified in FAR 33.103. Send protests (other than protests to the contracting officer) to:

HQ Army Materiel Command
Office of Command Counsel
ATTN: AMCCC-PL
9301 Chapek Rd 2-1SE3401
Fort Belvoir VA 22060-5527

Facsimile number (703) 806-8866/8875
Voice Number (703) 806-8762

CONTINUATION SHEET	Reference No. of Document Being Continued PIIN/SIIN W52H09-04-P-0688 MOD/AMD	Page 3 of 10
Name of Offeror or Contractor: HANCOCK MANAGEMENT L.L.C.		

The AMC-level protest procedures are found at:

<http://www.amc.army.mil/amc/cc/protest.html>

If Internet access is not available contact the contracting officer or HQ, AMC to obtain the AMC-Level Protest Procedures.

(End of Clause)

(AS7010)

THE PURPOSE OF THIS DOCUMENT IS TO AWARD A PURCHASE ORDER FOR THE DEVELOPMENT OF A QUALITY MANUAL FOR THE EDGEWOOD CHEMICAL BIOLOGICAL CENTER (ECBC)-ROCK ISLAND FOR THE PERIOD 30 SEP 2004 - 29 SEP 2005, WITH AN OPTION TO EXTEND FOR ONE YEAR, FROM 30 SEP 2005 - 29 SEP 2006, @ \$44.00/HR WITH NOT-TO-EXCEED 550 HOURS/YEAR FOR BOTH THE BASIC AND OPTION PERIODS.

THE CONTRACTOR IS TO ANNOTATE THE DD250 WITH THE HOURS EXPENDED DURING EACH PAYMENT PERIOD IN BLOCK 16, DESCRIPTION, OF THE DD250. PAYMENT PERIODS ARE TWICE A MONTH, THE 14TH AND 29TH, WITH THE 28TH DAY IN FEB 2005 AND 2006.

AS A RESULT OF THIS ACTION, THE PURCHASE ORDER PRICE IS \$24,200.00.

*** END OF NARRATIVE A 001 ***

Name of Offeror or Contractor: HANCOCK MANAGEMENT L.L.C.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	SUPPLIES OR SERVICES AND PRICES/COSTS				
0001	SECURITY CLASS: Unclassified				
0001AA	SERVICES LINE ITEM	1	LO		\$ 24,200.00
	NOUN: QUALITY MANUAL TECH SERVICES PRON: DE4ADZ03SB PRON AMD: 01 ACRN: AA AMS CD: 42212200000				
	THE CONTRACTOR IS TO ANNOTATE THE NUMBER OF HOURS EXPENDED IN EACH PAY PERIOD (14TH & 29TH DAY OF THE MONTH, EXCEPT FEB 2005, WHICH WILL BE THE 28TH) ON THE DD250 IN BLOCK 16, "DESCRIPTION".				
	(End of narrative B001)				
	Inspection and Acceptance INSPECTION: Destination ACCEPTANCE: Destination				
	Deliveries or Performance DLVR SCH REL CD QUANTITY DATE 001 1 29-SEP-2005				
	\$ 24,200.00				

CONTINUATION SHEET	Reference No. of Document Being Continued PIIN/SIIN W52H09-04-P-0688 MOD/AMD	Page 5 of 10
Name of Offeror or Contractor: HANCOCK MANAGEMENT L.L.C.		

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

STATEMENT OF WORK
CONTRACTOR SUPPORT FOR QUALITY ASSURANCE
SERVICES TO THE ECBC (RI)

- 1.0 OBJECTIVE:
- The objective of this contract is to provide quality assurance (QA) technical support services to the Edgewood Chemical & Biological Center (ECBC) Rock Island, Research, Development & Engineering Command (RDECOM) for the period 30 Sep 2004 through 29 Sep 2005 with a one-year option to extend from 30 Sep 2005 through 29 Sep 2006.
- 2.0 TASKS: The contractor shall perform the following tasks:
- 2.1 Provide planning, coordination and technical management support and services for the development of a Quality Manual for ECBC (RI). The quality manual shall be developed in accordance with ANSI/ISO/ASQ Q9001-2000 American National Standard.
- 2.2 Provide guidance in the development of the quality management system, development of supporting documentation to include regulations, standard operating procedures, work instructions, applicable forms and databases for collection of data.
- 2.3 Serve as one of the ECBC (RI) technical representatives on the quality assurance team designated to develop the quality manual. Must represent the government in a most honorable and lawful manner, and posses a willingness to improve personal and organization characteristics through the concept of Continuous Process Improvement
- 2.4 Prepare briefing charts and supporting documentation necessary for high quality briefings, compilation of the quality manual and associated documentation, and other documentation part of the quality manual development process.
- 2.5 Attend Government meetings relevant to the development of the quality manual.
- 2.6 Interact with Government personnel as required to accomplish work assignments. Interaction does not include supervision of Government employees, or to be supervised by Government employees. Recommends, but does not make decisions.
- 3.0 PERIOD OF PERFORMANDCE: The period of performance will be for twelve months from 30 Sep 04 through 29 September 05 or date of ward, whichever is later, with an option to extend for one year from 30 Sep 05 through 29 Sep 06.
- 4.0 TRAVEL: No travel is contemplated for the contractor.
- 5.0 GOVERNMENT FURNISHED SUPPLIES, SERVICES, AND INFORMATION:
- 5.1 The Government shall make available all documents, publications, directives, and regulations, to include drafts, necessary o accomplish this contract.
- 5.2 The Government shall make available access and use of on-site office space, desks/modules, chairs, telephones, typewriters, computers, authorized personal computers, authorized personal computer software, Intel terminals, printers, reproduction equipment, and any specialized equipment necessary to perform this contract. Such access and usage will be arranged through the Contracting Officer Representative (COR). Computers will be equivalent to a Pentium II 133 MHz or higher with a memory of at least 48MB, internal 3 1/2 inch disk drive, hard drive of at least 1G, EMAIL capable, attached to a network and capable of interfacing with the local tier one and two systems. The computer will be capable of multi use applications, which will allow access to the Commodity Command Standard System. Software will be authorized PC software, including Microsoft Office or equivalent, diagnostics, virus, Internet/ mosaic, and laser printer connections.
- 5.3 The Government shall make available access to Government systems required to perform this contract. Entry to these systems will be controlled by the issuance of passwords and user identification codes. The Contractor shall acquire those controlling elements from the COR.
- 5.4 The Government shall make available access to facilities/personnel at ECBC-Rock Island, and other location necessary to accomplish this contract.
- 5.5 The Government shall provide any unique training that is required by the contractor to perform these tasks when it is deemed that Government is the only reasonable source for this training at no additional cost to the contractor
- 6.0 OTHER: This will be a fixed priced effort, not to exceed 550 hours per year. It will be performed on site at the Engineering Chemical and Biological Center (ECBC) at Rock Island, Illinois.
- 7.0 SECURITY:

CONTINUATION SHEET	Reference No. of Document Being Continued PIIN/SIIN W52H09-04-P-0688 MOD/AMD	Page 6 of 10
Name of Offeror or Contractor: HANCOCK MANAGEMENT L.L.C.		

7.1.a. Standards. The Contractor shall provide security to a level necessary to meet the requirements of this purchase order and shall be able to obtain a DoD SECRET clearance. The products and reports of the Contractors work effort shall not exceed a classification of SECRET.

7.1.b. The offeror must access the web site, www.dss.mil and fill out the form requesting security clearance for itself and for the individual(s) who is/are to perform the work. Proof of application shall be in the form of submission of the printed web site acceptance sheet, SF85P with the price proposal.

7.1.c. Contractor personnel shall not release any proprietary information or any source selection information obtained during the course of performance of this SOW. Contractor personnel shall not have any conflict of interest with potential offerors for items/services related to this SOW. Contractor personnel shall sign certifications concerning conflicts of interests, nondisclosure and rules of conduct as required during the performance of this SOW.

7.1.d. If during the performance of this contract the contractor gains access to proprietary information of other companies, the contractor must agree with the other companies to protect their information from unauthorized use or disclosure for as long as it remains proprietary and refrain from using the information for any purpose other than that for which it was furnished. Copies of these agreements shall be furnished to the contracting officer who will ensure that they are properly executed.

8.0 GOVERNMENT-CONTRACTOR RELATIONSHIPS

8.a. Contractor personnel under this contract shall not:

- (1) Be placed in a position where they are appointed or employed by a Federal Officer, or are under the supervision, direction, or evaluation of a Federal Officer, military or civilian;
- (2) Be placed in a staff or policymaking position;
- (3) Be placed in a position of command, supervision, administration or control over DA military or civilian personnel, or personnel of other contractors, or become a part of the Government organization;
- (4) Be used for the purpose of avoiding manpower ceilings or other personnel rules and regulations of DA or other applicable Federal Agencies; or
- (5) Be used in administration or supervision or military procurement activities.

8.b. Employee relationship. The services to be performed under this contract do not require the Contractor or its employees to exercise personal judgment and discretion on behalf of the Government, but rather the Contractors employees will act and exercise personal judgment and discretion on behalf of the Contractor.

*** END OF NARRATIVE C 001 ***

PACKAGING AND MARKING

THERE ARE NO PACKAGING INSTRUCTIONS FOR THIS PURCHASE ORDER.

*** END OF NARRATIVE D 001 ***

INSPECTION AND ACCEPTANCE

INSPECTION AND ACCEPTANCE

INSPECTION AND ACCEPTANCE: The inspection and acceptance site for all efforts provided under this SOW shall be the ECBC at Rock Island, Illinois.

<p>CONTINUATION SHEET</p>	<p>Reference No. of Document Being Continued</p> <p>PIIN/SIIN W52H09-04-P-0688 MOD/AMD</p>	<p>Page 7 of 10</p>
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Name of Offeror or Contractor: HANCOCK MANAGEMENT L.L.C.

APPOINTMENT OF CONTRACTING OFFICERS REPRESENTATIVE: The Contracting Officer will designate an individual(s) to act as the COR(s) under this contract. Such representative(s) will be designated by letter from the Contracting Officer with an information copy to the Contractor. The COR(s) will represent the Contracting Officer in the technical phase of the work, but will not be authorized to change any of the terms and conditions of the contract.

In-Process Review (IPR). The contractor will submit monthly progress reports providing status of ongoing efforts, tasks completed and remaining, and explanations of any potential problems or concerns to the Contractor Officer Representative (COR).

ACCESS TO PROCEDURES, RECORDS, DATA AND FACILITIES: The Contractor shall allow the Contracting Officer or their duly authorized representative(s) access to and rights to examine any documents or records related to this contract.

INSPECTION AND ACCEPTANCE PROCEDURES: The Government will have the right to conduct surveillance of the Contractor's performance including services rendered and any documentation or written material in support thereof under this contract. The contractor's progress will be evaluated from the Specific Tasks outlined in Section A-3 of this PWS. The Quality and effectiveness of contractor's output will be judged by the quality of written documents, briefing charts, and the progress of the mission, as defined by the IPT's. The Contracting Officer's Technical Representative will conduct such surveillance of the Contractor's performance under the contract as determined appropriate and necessary. The Contracting Officer will exercise these responsibilities through their staff and in connection with any related agencies necessary to ensure that the standards set forth herein are met.

The requirements set forth in this contract shall be the criteria by which the Contractor's performance shall be inspected. These requirements may either be in full text or incorporated by referenced regulations, technical manuals, etc.

Government Surveillance personnel will monitor the Contractor's performance by physical inspection, review of reports/documentation, and validated complaints.

When Government surveillance personnel find deficiencies, the Contractor shall be so advised verbally and in writing. As directed by the Contracting Officer or their representative(s) the Contractor shall promptly take the necessary action to ensure against any future deficiency.

Acceptance will be by submission of biweekly or bimonthly DD Forms 250 (Material Inspection and Receiving Reports) and will be F.O.B. Destination.

*** END OF NARRATIVE E 001 ***

DELIVERIES OR PERFORMANCE

NO TRANSPORTATION CLAUSES APPLY TO THIS PURCHASE ORDER.

*** END OF NARRATIVE F 001 ***

CONTINUATION SHEET

Reference No. of Document Being Continued

Page 8 of 10

PIIN/SIIN W52H09-04-P-0688

MOD/AMD

Name of Offeror or Contractor: HANCOCK MANAGEMENT L.L.C.

CONTRACT ADMINISTRATION DATA

[illegible]

JOB		
ORDER <u>NUMBER</u>	ACCOUNTING <u>STATION</u>	OBLIGATED <u>AMOUNT</u>
4ADZEA	W91A2K \$	24,200.00
<hr/>		
TOTAL	\$	24,200.00

SERVICE					
<u>NAME</u>	<u>TOTAL BY ACRN</u>	<u>ACCOUNTING CLASSIFICATION</u>			
Army	AA	21	42020000046N6N66P4221222512	S19130	

ACCOUNTING		OBLIGATED
<u>STATION</u>		<u>AMOUNT</u>
W91A2K	\$	<u>24,200.00</u>
TOTAL	\$	24,200.00

CONTINUATION SHEET	Reference No. of Document Being Continued PIIN/SIIN W52H09-04-P-0688 MOD/AMD	Page 9 of 10
Name of Offeror or Contractor: HANCOCK MANAGEMENT L.L.C.		

SPECIAL CONTRACT REQUIREMENTS

3	252.247-7023 DFARS	TRANSPORTATION OF SUPPLIES BY SEA - ALTERNATE III	MAY/2002
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CONTRACT CLAUSES

4	52.211-15	DEFENSE PRIORITY AND ALLOCATION REQUIREMENTS	SEP/1990
5	52.222-21	PROHIBITION OF SEGREGATED FACILITIES	FEB/1999
6	52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER - CENTRAL CONTRACTOR REGISTRATION	OCT/2003
7	52.249-4	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (SERVICES)(SHORT FORM)	APR/1984
8	252.204-7003 DFARS	CONTROL OF GOVERNMENT PERSONNEL WORK PRODUCT	APR/1992
9	252.231-7000 DFARS	SUPPLEMENTAL COST PRINCIPLES	DEC/1991
10	252.243-7001 DFARS	PRICING OF CONTRACT MODIFICATIONS	DEC/1991
11	52.213-4	TERMS AND CONDITIONS - SIMPLIFIED ACQUISITIONS (OTHER THAN COMMERCIAL ITEMS)	JUL/2004

Paragraph (b)(1)(viii) is deleted from this clause.

Information to be inserted in Paragraph (c):
<http://www.arnet.gov/far/>
or
www.acq.osd.mil/dp/dars

(IF8001)

12	52.217-9	OPTION TO EXTEND THE TERM OF THE CONTRACT	MAR/2000
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(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to 29 Sep 2005; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 45 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 2 years (29 Sep 2006)

(End of Clause)

(IF6071)

13	52.215-8	ORDER OF PRECEDENCE - UNIFORM CONTRACT FORMAT	OCT/1997
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Any inconsistency in this solicitation or contract shall be resolved by giving precedence in the following order: (a) the Schedule (excluding the specifications); (b) representations and other instructions; (c) contract clauses; (d) other documents, exhibits, and attachments; and (e) the specifications.

NOTE: The Order of Precedence within the specifications (paragraph (e) above) is: (1) Detailed specifications (including gage designs) for item(s) being procured; (2) Detailed specifications for material or operations; (3) General Specifications for class or items, and (4) General Specifications for class of materials.

(End of Clause)

(IF7003)

